



UNITED STATES CONSULATE GENERAL
RIO DE JANEIRO, BRAZIL

Management Notice No. 14-040
May 23, 2014

TO: ALL POST PERSONNEL
FROM: MGMT OFFICER, PATTI HOFFMAN
SUBJECT: POSITION VACANCY - WAREHOUSEMAN (CARREGADOR DE CAMINHÃO)

**THIS POSITION IS BEING ADVERTISED TO INCREASE THE POOL OF CANDIDATES
ESTA VAGA ESTÁ SENDO RE-ANUNCIADA PARA PERMITIR UM MAIOR NÚMERO DE CANDIDATOS**

VIDE TRADUÇÃO EM AMARELO ()**

OPEN TO: All interested parties – All Agencies
POSITION: (*) Warehouseman, FSN-2/FP-CC
(*) Title corrected from previous Vacancy Announcement (No. 14-032)
from CLERK to WAREHOUSEMAN
OPENING DATE: Friday, May 23, 2014
CLOSING DATE: Friday, June 6, 2014
WORK HOURS: Full-time; 40 hours/week
SALARY: FSN-2: R\$16.192 p/a (Starting salary)
FP-CC: US\$20,217 p/a (Starting salary) (subject to Washington Approval)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Rio de Janeiro, is seeking an individual for the position of **Warehouseman** to work in the General Services Office/Property & Supply Unit.

BASIC FUNCTION OF POSITION

In addition to loading and unloading all USG property entering or leaving the Warehouse, the incumbent also places said property on racks and shelves, maintaining them clean, covered and organized and

moves property within the Consulate General building and/or USG leased apartments. Incumbent is also responsible for maintaining the Warehouse premises clean. Incumbent also sets up lots for public auctions and assists security guards during public auction visitation and on auction day.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** Elementary school is required to be able to read and understand written instructions and procedures.
2. **EXPERIENCE:** Incumbent must have had at least 1 year in the performance of manual work such as moving/loading/unloading heavy items or similarly physical experience, assembling or dismantling furniture and/or appliances. Incumbent must be familiar with basic tools.
3. **LANGUAGE:** Level II (limited knowledge of written and spoken Portuguese), is required.
4. **KNOWLEDGE:** N/A
5. **SKILLS AND ABILITIES:** Incumbent must know the types of USG furniture and know what kind of furniture to place in each apartment in accordance with the level of the official, the size of the family and representational responsibilities. Correct use of tools needed to assemble, dismantle or fix furniture and in some instances, appliances. Category "C" Driver's license is required.

() TRADUÇÃO**

O Consulado Geral dos Estados Unidos da América no Rio de Janeiro procura um **Carregador de Caminhão** para trabalhar no Depósito.

Início de recebimento de currículos: Sexta-Feira, 23 de Maio de 2014
Último dia para receber currículos: Sexta Feira, 06 de Junho de 2014
Data prevista para admissão: Imediatamente após o processo de seleção
Jornada de trabalho: Horário integral, 40 horas semanais
Grade salarial: FSN-2
Salário: R\$16.192 p/a

DESCRIÇÃO FUNCIONAL RESUMIDA

O titular da posição carregará e descarregará caminhões com propriedades do Governo Americano, entrando ou saindo do depósito. O titular estocará os itens em prateleiras, mantendo os itens limpos, cobertos e organizados além de movimentá-los dentro do prédio do Consulado Geral e/ou dos apartamentos alugados pelo Consulado. O titular será responsável por manter o Depósito limpo. O titular ajudará a organizar os lotes dos itens que irão a leilão, e ajudará os guardas durante os dias das visitas públicas e do leilão. O titular dirigirá o caminhão do Depósito sempre que for necessário.

REQUISITOS BÁSICOS PRINCIPAIS

- **Instrução:** Exige-se ensino fundamental completo para que o titular possa ler e entender ordens de serviço, regulamentos e providências.
- **Experiência Profissional:** Exige-se experiência progressiva (registrada em carteira) em serviços manuais como mudanças, carregar e descarregar caminhões com artigos pesados, aparelhos eletrodomésticos ou experiência em montar e desmontar moveis.
- **Idiomas:** Nível 2 (conhecimento limitado lido e falado) de Português.
- **Conhecimentos:** Conhecimento de procedimentos de segurança do trabalho de carregador de caminhão, e práticas operacionais dentro de normas de segurança.
- **Aptidões e habilidades:** Exige-se algum conhecimento de montagem e desmontagem de mobílias e equipamentos. Exige-se Carteira de Motorista válida, Categoria "C" (incluir copia xerox).

Os interessados devem enviar seu currículo para:

Ana-Maria C. De Miranda
Seção de Recursos Humanos
Av. Presidente Wilson, 147
Castelo, Rio de Janeiro, RJ
20030-020

FAX: (21) 3823-2600 – **OU, POR E-MAIL, para:**

riorecruitment@state.gov

(favor citar o nome da vaga)

PRAZO PARA O RECEBIMENTO DE CURRÍCULOS: Sexta-feira, dia 6 de junho de 2014

SELECTION PROCESS

When fully qualified, U. S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, continuity and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS 174); **or**
 2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
 3. A current resume or curriculum vitae **IN ENGLISH** that provides the same information found on the UAE (*see section 3A below for more information*). **We will not/not accept any applications that are not submitted in English; plus**
 4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
 5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
- 3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO

Email: riorecruitment@state.gov

(PLEASE PUT POSITION TITLE)

POINT OF CONTACT

Human Resources Office

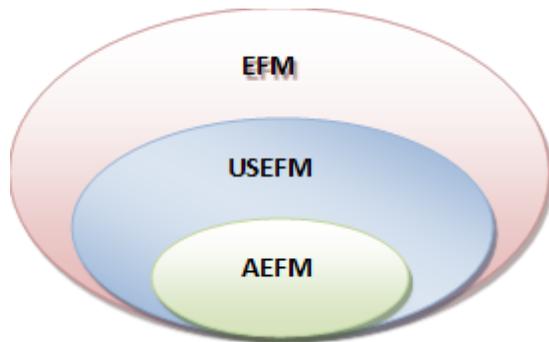
Ana-Maria Miranda

Av. Pres. Wilson, 147 – Castelo, Rio de Janeiro, RJ

20030-020

Tel: 21 3823-2608

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and

Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and

Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.

Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: June 6, 2014

The US Mission in Brazil provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: HR/amcm

Clear: GSO/AChiaventone